



Annexure A – Terms of reference for the EDF Fund manager:

Service Required:	Fund Manager for the Economic Development Fund
Terms of Contract	12-month fixed term
Submit to	khathu@mdda.org.za
Closing Date:	15 October 2021 @ 17H00
Briefing session	08 October 2021 @ 11H00
Session Platform _Zoom link	MeetingID:81106922231 Passcode: 712854

1. Introduction

- 1.1 The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in developing community and small commercial media in South Africa, in terms of the MDDA act no 14 of 2002.
- 1.2 In 2015 the Competition Commission issued fines against media companies that were found to be involved in uncompetitive behavior in the media industry. An agreement was signed between The Competition Commission and the offending companies for them to pay a fine to MDDA for the establishment of Economic Development Fund over a three (3) year period totaling R38 685 127.96 (Thirty-eight Million Six hundred and eighty-five thousand one hundred and twenty-seven rand and ninety-six cents).
- 1.3 The funds are earmarked to fund media students bursaries and the development of black owned small businesses in the media industry.
- 1.4 The MDDA was in terms thereof appointed an administrator of the fund which resulted in the conclusion of an MOA on or about July 2020.
- 1.5 A memorandum of understanding was signed between MDDA and Competition Commission in July 2020 of how the transferred funds should be utilized, this further dictating the governance structures to be developed in the implementation of the fund, this encompassing the appointment of a fund manager.



2. Scope of Work

2.1 The MDDA therefore seeks to appoint a service provider to manage the economic development fund.

The Appointed Company to provide the following services:

- Liaison of communication among:
 - MDDA and Competition Commission.
 - MDDA and beneficiaries (Universities, Students, small businesses, etc)
 - MDDA and auditors.
 - Competition Commission and offenders.
- Follow-up on outstanding payments with the offending companies.
- Coordinate beneficiaries' selection process and signing of MoU's. (Advertising, and selection of beneficiaries)
- Monitoring compliance with MoU's by the Universities and other beneficiaries. (Receiving and processing the reports, monitoring students academic progress, etc)
- Payment of grants to approved beneficiaries (With the assistance of MDDA internal fund administrator)
- Reporting of EDF activities.
- Coordination of EDF audit process with the external auditors.

3. Timeline

3.1 The successful bidders should be available for immediate commencement of the twelve months contract.

4. Payment and Evaluation by MDDA

4.1 Please note that, in accordance with public entity governance, payment can only be made on successful provision of services.

4.2 These proposals will be evaluated in terms of the MDDA Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and its associated Regulations, the 80/20 preference point system.

4.3 Payment is strictly based on the agreed management fee and invoice.

Requirements

Interested individuals/ and or organisations should submit the following information:

- An organisational profile.
- Valid SANAS Accredited Broad-Based Black Economic Empowerment Status Level Certificate (minimum L2 Contributors).
- SBD1, SBD4, SBD8 and SBD9 Forms
- CSD registration summary report
- South African Revenue Services (SARS) valid SARS Tax Pin.
- A list of organisations where similar work to that required for this contract has been or is being carried out over the past three years, with a brief indication of the scope, scale and type of work.

General

by **email** and for clarity contact:

Supply Chain Support	:	Khathu@mdda.org.za
Tel	:	011 643 1100
Due date	:	15 October 2021